

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Micrographics Study Meeting

FR

IHSA/DDA

6D5317 Headquarters

EXTENSION

NO.

IHSA-81-001

DATE

13 April 1981

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

OIS

Room 1105 Ames Bldg.

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IHSA-81-001

10 April 1981

MEMORANDUM FOR:

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NFAC

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SUBJECT: Micrographics Consolidation Study Meeting

This is to confirm that there will be a meeting to discuss the Micrographics Consolidation Study, on Friday, 17 April 1981 at 1400-1600 in Room 6D29 Headquarters.

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Information Handling Systems Architect

Notes

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
<div></div> OIS 1206 Ames Bldg.		STAT

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

DDA

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

81-0640

24 MAR 1981

MEMORANDUM FOR: ✓ Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology

FROM: Max Hugel
Deputy Director for Administration

SUBJECT: Micrographics Consolidation

1. An internal 1977 study identified seven separate Agency facilities involved in the production of micrographics. These facilities were located in the Offices of Finance, Logistics, and Security, DDA; Office of Central Reference, NFAC; Information Management Staff, DDO; and the Office of Development and Engineering and National Photographic Interpretation Center, DDS&T.

2. The study recommended that all of the facilities be consolidated into one centralized facility for the Agency. For various reasons, the recommendation was not approved; however, in view of the fact that Agency micrographics requirements have changed since 1977 and consolidation of the various facilities offers the potential for significant savings in personnel and operating costs, it is felt that this recommendation should once again be reviewed.

3. In order to update the 1977 study and make a recommendation based on current information, I have appointed [] Architect of Information Handling, DDA, to chair an Agency-wide task force on micrographics consolidation. In addition to [] I have appointed [] Assistant Executive Officer, OL, and [] Office of Information Services, to represent the DDA on the task force.

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4. In order to have input from all the involved components, it is requested that each directorate nominate representatives to the task force. Names of nominees should be submitted to [] by 27 March 1981.

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5. Any questions concerning this memorandum or the task force should be directed to []

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signed
Max Hugel

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MEMORANDUM FOR: The Record

FROM:

Chief, Information Technology Branch

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SUBJECT: Comments on Consolidation of Agency Micrographics Production

1. The first mention of consolidating Agency micrographics activities was in the Office of Logistics's (OL) response to the Presidential Management Initiatives dated 16 August 1976. It also appeared as a "Key Issue" in the OL 1977 Program Call. (U)

2. At the request of the DDA, it was assigned as a joint Information Systems Analysis Staff (ISAS) and Printing and Photography Division (P&PD/OL) objective (Objective OL-A-14-77). A joint paper was prepared by MWPB/ISAS and P&PD/OL based on the statistics gathered by MWPB for its 1976 Annual Report to the DDA. (U)

3. In December 1977, a proposal for consolidating the management of all Agency micrographics production in one micrographics service facility for the Agency was made to the EAG. This proposal recommended:

"The management of all Agency micrographics activities with the exception of the Agency Micrographics Officer in ISAS, should be consolidated in the Office of Logistics, P&PD. The findings of the joint ISAS and P&PD study show this consolidation will permit a savings of 21 staff positions, make available for other use 5,416 square feet of floor space, eliminate 68 pieces of production equipment and reduce annual operating costs by some \$383,406. (Equipment \$11,260; supplies \$14,727; space \$51,521; personal services \$305,000.) Equipment costs include rental and maintenance which would be eliminated. It does not include future new and replacement equipment."

Except for the DDA, the EAG members were opposed to consolidation. The main reasons for opposing the consolidation were:

DDO - need for compartmentation

NFAC - need to support large systems (ADSTAR)

DDS&T - was concerned about having to send records to another location for filing.

Mr. Blake, the Acting DDCI, requested that a Task Force with a representative from each directorate and a Chairman selected by the Comptroller be convened to examine the problem in depth. The first action by the component representatives was to revise the statistics that they had previously furnished MWPB. These revisions resulted in a revised proposal

that reflected a saving of nine full-time and two part-time positions and 4058 square feet of floor space with a total overall saving in annual operating costs of \$244,120.20. After a series of meetings, the majority of the Task Force recommended that the proposed consolidation not be undertaken. In April 1978, the question was dropped from the EAG agenda. (U)

4. Although the consolidation was not accomplished, the preparation of the proposal and Task Force effort served a useful purpose, in that senior managers now have a better understanding of the scope and complexities of the Agency's Micrographics Program and individual production organizations have a better understanding of the capabilities and responsibilities of their respective operations and how they relate to each other. (U)

5. In spite of the progress made in identifying the Agency's micrographics capabilities and responsibilities and in eliminating duplication there remains many problems. I am not sure that consolidation in P&PD or any production facility would solve these problems. We continue to acquire better and faster equipment and to use the latest technology, however, production demands and commitments are not met. One reason is the difficulty in recruiting and retaining personnel in P&PD. It seems that micrographic production is the area that suffers most from this lack of personnel resources. Additionally, there is usually a breakdown in the process. We conduct surveys and write and coordinate elaborate procedures for each major application, the problem is getting P&PD, the components and the Records Center to follow through and observe the procedures on a continuing basis. (U)

6. There are more than a thousand feet of records in office space and at the Records Center that beg to be microfilmed. The retention period of these records ranges from 50 years to permanent. The largest application is from DCD consisting of 1104 cu. ft. (884 in the Records Center and 220 in Key Building) of files that must be retained for 50 years. There have been almost 3,000 requests to the Records Center in the last three years for files from this 884 cu. ft. If the files were put on microfiche it would save 95% of the storage space in the Records Center and Key Building, it would give DCD immediate access to all of their files (a diazo duplicate would be retained in Key Building), it would provide a Vital Records copy (the silver original would go to Records Center) and it would eliminate the need to recall files from the Records Center. (U)

7. The Office of Security had a very successful microfiche project whereby Office of Security personnel microfilmed inactive Security case files. It was discontinued because Security has shelf space in the file room for the paper and they wanted to use the personnel for other projects. The History Staff has a collection of documents that are indexed in depth and provide a mass of information on the Agency's past. These records are deteriorating and should be filmed not only to save space, but also to preserve the information. The examples outlined above are only a few of the records that could effectively be converted to microfilm. (U)

8. I agree that we should review the Agency's micrographics production. However, before making any new proposals regarding consolidation of facilities or management of facilities we must take a closer look at the current status of this activity. We need to reaffirm our commitment to this activity and if we in fact want to continue to take full advantage of the potential of micrographics technology, give it the continued support necessary for a successful program. (U)

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